# Virginia Army National Guard
# Personnel Security

## Initial Security Education Briefing

12 May 2005

# References:

- AR 380-67 Personnel Security Program, 9 September 1988
- AR 380-5 Department of the Army Information Security Program,  29 September 2000
- DoD 5200.2-R Personnel Security Program, January 1987 (with changes to 8 Nov 1995)
- E.O. 12958 Classified National Security Information, as Amended 25 March 2003

# Security Clearance

- A security clearance is a determination of trust, which makes you eligible for access to classified information

- A security clearance is not permanent. It expires at a time frame dependent on the type of investigation - 10 years for Secret and 5 years for Top Secret.

# Requirements for holding a security clearance

- Attend a briefing designed to teach you proper procedures for handling and protecting classified information. Attend a refresher briefing each year. For reference see: www.archives.gov/isoo/security_forms/standard_form_312.pdf

- Sign a Non-Disclosure Agreement (SF-312)

# What is an SF-312 Non-Disclosure Agreement?

- A legally binding agreement between US Government and you. It is a life long agreement.
- It is to ensure that you understand the damage to National Security which could occur from unauthorized disclosure of classified information

# SF-312 Non-Disclosure Agreement

- Agree to pre-publication review
- Classified information is United States GOVERNMENT PROPERTY. It is NOT yours to disclose in any way

# SF-312 and the Penalties of Disclosure

**Should you improperly disclose classified information**

**Under E.O. 12958, Section 5.5. Sanctions:**

# SF-312 and the Penalties of Disclosure

- Loss or denial of security clearance
- Termination of employment
- Criminal prosecution (prison/fines)
- Loss of monetary gains made from improper disclosure

# National Security Information

Official information which relates to the national defense or foreign relations of the United States, which has been deemed to require protection from unauthorized disclosure.

# National Security Information

There are levels of classification to describe national security information. Unauthorized disclosure of this information could cause damage to our nation's security

- **CONFIDENTIAL**- Damage
- **SECRET**- Serious Damage
- **TOP SECRET**- Exceptionally Grave Damage

# The Threat

Why must we protect classified information?

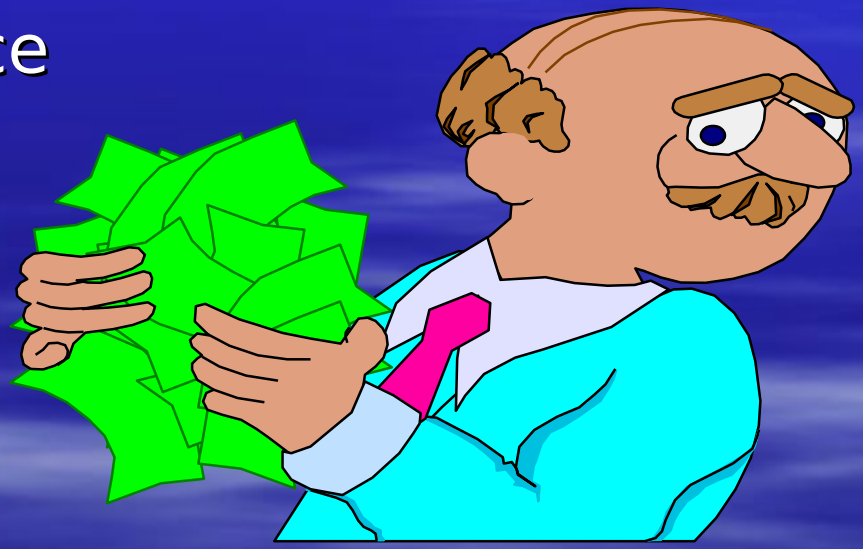
- Economic espionage is on the rise
- Intelligence needs are economic as well as military
- Present/former adversaries and our allies are conducting intelligence activities against us.

“Countries don’t have friends, they have interests”

Charles deGaulle

# The Threat

- Don’t forget the insider!
- Counterintelligence is your responsibility
- Report suspicious activities to your Security Officer immediately



# Classification of Information

How does information become classified?

- **Original Classification**: initial determination that information, in the interests of national security, needs protection
- **Derivative Classification**: incorporating, paraphrasing, restating, or generating in new form, information that is already classified

# National Security Information

Classified information must fall under one of the following categories:

- Military plans, weapons systems or operations
- Foreign government information
- Intelligence activities, sources or methods to include cryptology
- Foreign relations or foreign activities of the U.S., including confidential sources

# National Security Information

- Scientific, technological, or economic matters relating to national security, which includes defense against transnational terrorism
- Programs for safeguarding nuclear materials or facilities
- Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to national security, which includes defense against transnational terrorism
- Weapons of mass destruction

# Reasons to NOT classify information

- To conceal violation of law, inefficiency, or administrative error
- To prevent embarrassment to a person, organization, or agency

# Reasons to NOT classify information

- To restrain competition
- To prevent or delay the release of information that does not require protection in the interests of national security

# Declassification

Documents are marked for automatic declassification within ten years unless:

- The document is exempt from automatic declassification at 10 years under E.O. 12958. Additional reviews at 10 and 5 year intervals

- All classified documents are declassified at 25 years (with a few exceptions).

# Marked Documents

- Title and/or subject should be marked
- Paragraphs and sub-paragraphs must be marked
- Illustrations and pictures also

# Marked Documents

- Overall classification is determined by the highest portion marking
- Classification marked on top/bottom of every page

# Derivative Classification

- When incorporating classified information, be sure to:
  - Observe and respect original markings.
  - Carry forward all classification markings.
  - Carry forward declassification instructions (using the most stringent)
  - List all sources

# Accountability of Classified Information

- Required for both Secret and Top Secret

# Accountability:

- Identify who, what, when, where, how
- Annual inventory is required!
- Use cover sheets and classified receipts!

# Storage of Material

- Sensitive, For Official Use Only (FOUO), Privacy Act, proprietary information must be stored under one level of lock (desk, drawer, file cabinet)
- Classified information must be stored in a GSA approved security container (safe)
- Note that each safe should have a SF700, SF702 and open/closed sign

# Combinations

- Security container combinations are classified at the level of information in the safe
- Should always be memorized; never write them down
- Don’t share with anyone who does not need to know it

# Combinations

- Change your combination when:
  - the security container is found open and unattended
  - someone who has the combination leaves
  - if you feel the combination has been compromised
  - when the security container is taken out of service

# Control and Access

- You are responsible for protecting and controlling classified information

- You must limit access to authorized persons by verifying:
  - **Identification**
  - **Clearance**
  - **Need to know**

# LEAKS

- **Most leaks result from:**
  - **Casual conversations**
    - Don’t discuss classified information outside the office!
  - **Open Sources**
    - Publication does not infer declassification!

# Transmission: Telephone/Fax

- Standard and cell phones are not secure
- Is there a secure phone in your office? If not, where is the nearest one?

# Transmission: Double Wrapping

- Must be done to prepare for hand carry, courier, or US Postal
- Affords 2 layers of protection
- Protects against damage
- Use opaque envelopes
- Don’t forget a receipt

# Transmission

- **Outer Wrapping:**
  - Full address of receiver
  - Full return address
  - NO CLASSIFICATION MARKINGS
  - Recommend that you put “If undeliverable, return to sender”

# Transmission

- **Inner Wrapping:**
  - full address
  - Return address
  - Classification markings top/bottom and front/back
  - Information and receipt placed inside

# Transmission

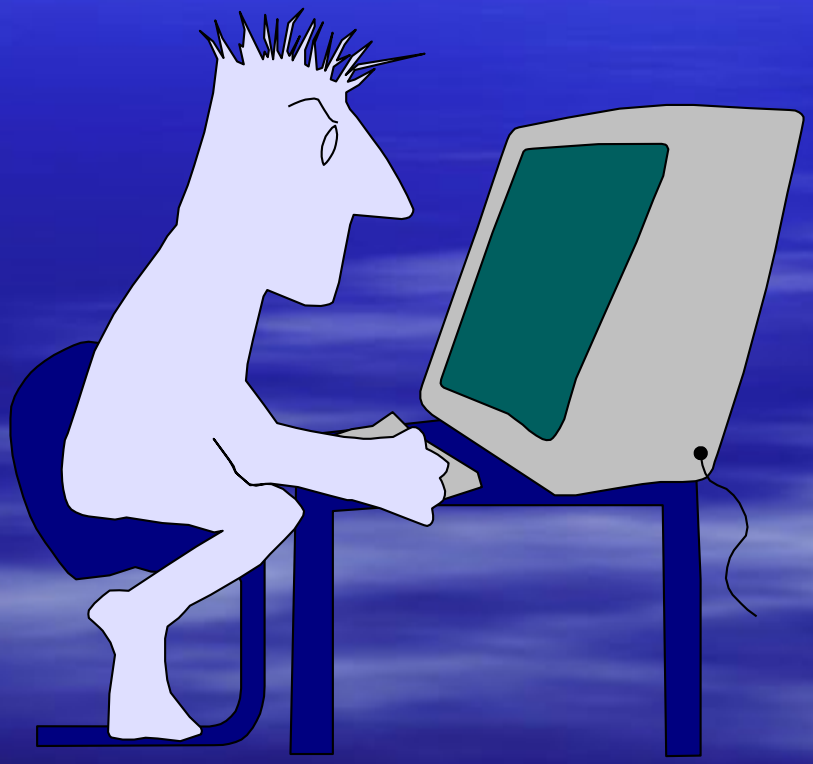
- **To send Top Secret:**
  - Call your security officer
- **Secret and Confidential**
  - Hand-carry
  - Approved courier
  - US Postal Service

# Transmission

- **Hand Carry:**
  - No overnight stay without proper storage
  - No aircraft overseas
  - Courier: check authorization
- **US Postal:**
  - Secret: Registered
  - Confidential: Certified, Express or First class

# Computer Security
# Do not process classified unless:

- You have contacted your information technology rep
- Your computer has a removable hard drive



# Computer Security
# Do not process classified unless:

It is in a stand-alone configuration (no modem or network connection unless it has been properly accredited-SPRNET)

# Reproduction

- Various ways to reproduce classified information:
  - **Paper (photocopier) – MUST be approved copier for classified information…if not, DO NOT copy**
  - **Electronically**
  - **Other means (video and/or cassettes)**
    - **Use approved equipment for that purpose**
  - **Account for your copies!**

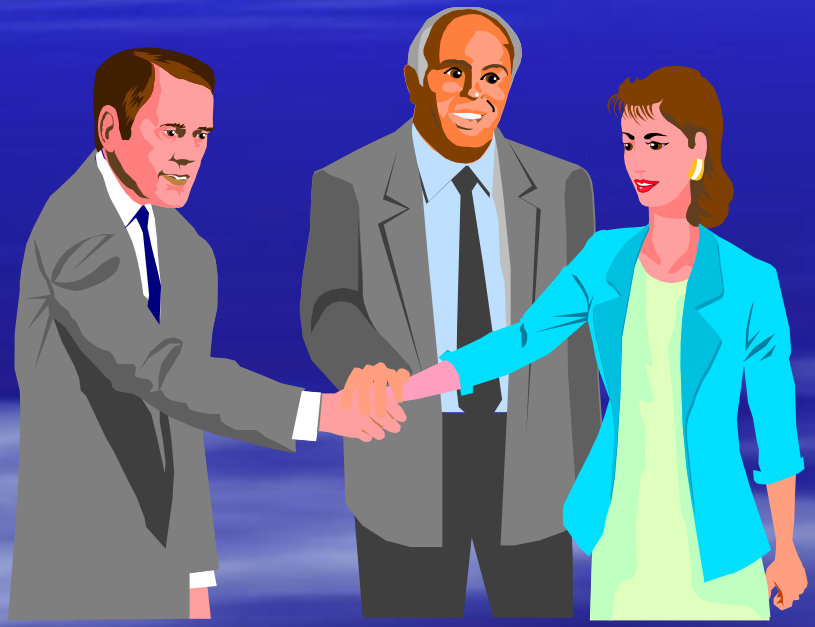
# Reproduction

- **Approved photocopiers:**
  - Are in controlled environments
  - Do not have memories
  - Are sanitized after classified copies are made
  - Are serviced by cleared personnel or service personnel are monitored while repairs are made

# DESTRUCTION

- Classified material destruction
  - **Approved methods:**
    - Burning (at an approved facility)
    - Shredding (using an approved cross cut shredder)
    - Use small classified waste “burn bags”
    - Other types (FOUO, Privacy Act, Sensitive But Unclassified (SBU), etc.): SBU should be shredded using cross cut shredder. At a minimum tear up other types

# Overseas Travel



- Contact your security officer for a briefing before you go
- Do not bring classified
- Limit sensitive information
- Notify U.S. Embassy of your visit

# Reporting Requirements

- All employees must report contact with a foreign national who:
  - Requests classified information
  - Wants more information than they need to know
  - Acts suspiciously
  - Report incidents to your security officer immediately

# End of Day Security Checks

- All security containers

  windows/doors

  desk tops for classified

- Complete the SF 701 “Activity Security Checklist.” The office manager is responsible for the implementation of the SF 701

# Your Security Officer

- Your security officer is there to help you!

- Report to your security officer:
  - Security violations
  - Loss or compromise of classified information
  - Security incidents or problems

# When You Depart VA ARNG

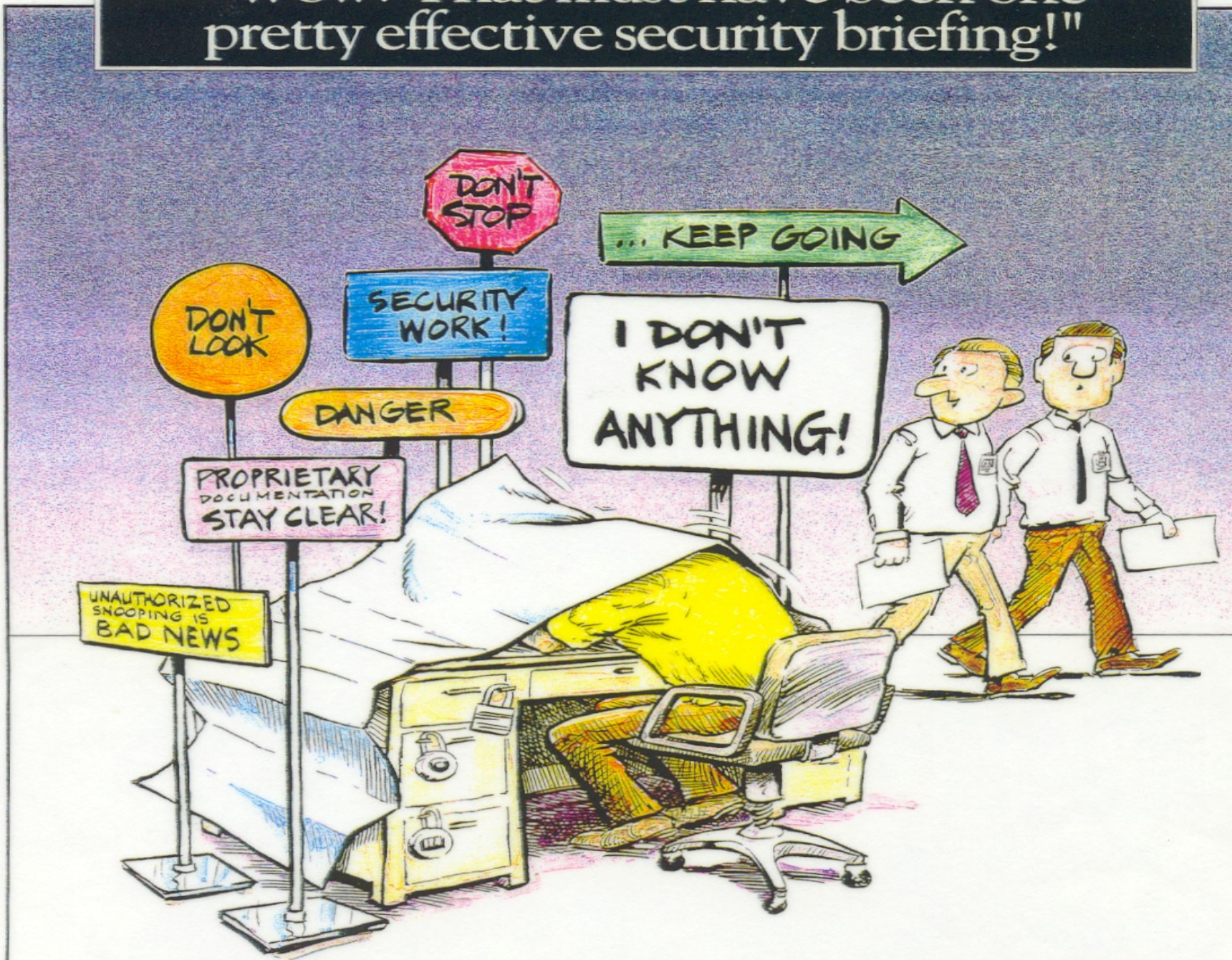
- If you are leaving the VA ARNG you must:
  - **Turn all classified material over to your classified control point**
  - **Contact your Security Officer (S2) for a debriefing**
  - **Turn in your ID, keys, and access cards**

# Finally….

Who is responsible for security in the Virginia Army National Guard?

**YOU ARE!**

"Wow! That must have been one pretty effective security briefing!"



# QUESTIONS?